

BASKET OF TREASURES 2012

Westlake Junior Women's Club Foundation

P.O. Box 45215 Westlake, Ohio 44145

(440) 250-5561

www.westlakejuniorwomensclub.com

Westlake Junior Women's Club Foundation cordially invites you to participate in our 23rd annual "Basket of Treasures" craft show. The success of this show has enabled our organization to donate to many organizations in Westlake and surrounding communities over the past 22 years.

The show will be held at:

Westlake High School 27830 Hilliard Blvd. Westlake, Ohio 44145

SATURDAY, NOVEMBER 10th, 2012

9:30 am until 3:30 pm

Crafters are selected by consensus of a committee. There will be approximately 120 tables available. The rental fee is \$100 for each table. Two chairs per table will be provided. We cannot honor requests for specific table locations. We group crafters so that we will have a variety of items for sale in different locations. Please understand that when placing crafters, we must work within the guidelines set for us by the Fire Marshall of the City of Westlake. Also, each paid space is 4' by 9' and you must be able to fit your display within the allotted space. Please make certain that your display (including backdrop) will fit within the 4' depth that we have allotted. We must have sufficient room for our customers to move about the hallways and to meet fire safety regulations. According to the Fire Marshall, the vendors will have to sit next to their table, not behind. We will try to accommodate requests for spaces with electrical outlets, but we cannot guarantee them. You will be notified prior to the show if we are unable to meet your request.

Only craft items are to be sold. They must be HANDCRAFTED LOCALLY. No food items will be allowed. (This includes any food item contained in a gift basket). Please describe your craft and enclose a sufficient number of photos of your craft(s) and the display to be used. No slides will be accepted. Photo(s) will not be returned unless accompanied by a self-addressed stamped envelope. If you are accepted into the show, your photos will be held until the day of the show. Crafters are responsible for the collection and payment of any local, state and federal tax.

There are two additional requirements for participation in the Basket of Treasures Craft Show:

1. Each crafter is to donate a representative item of their work for our raffle. The item should have a value of at least \$15.00. This item must be presented at check-in before you receive your table assignment
2. After unloading your vehicle, it must be moved to the rear of the high school parking lot. If a vehicle is left in a no parking zone, it may be subject to ticketing and/or towing by the Westlake Police Department.

We will provide appropriate advertising, including:

- Ads in the Plain Dealer, WestLife, and Sun Papers
- Posters
- Flyers
- Pole signs at major intersections in Westlake (on approval by the City of Westlake)
- Signs placed in various locations
- Date will be posted in the City of Westlake website
- Westlake Junior Women's Club website

All applications must be received by May 31, 2012. Letters of acceptance will be mailed by June 30, 2012. All fees are nonrefundable after September 1, 2012. **Checks and photos must accompany the contract.** Make checks payable to Westlake Junior Women's Club Foundation. Please **mail** completed and signed contract to:

Westlake Junior Women's Club Foundation - Craft Show
P.O. Box 45215 Westlake, Ohio 44145

Please direct any questions in writing to the above address, or leave a message on our voice mail number, (440) 250-5561 or email us at contact@westlakejuniorwomensclub.com. **PLEASE DO NOT CALL WESTLAKE HIGH SCHOOL.** The high school staff will not be able to answer any of your questions.

We look forward to working with you and having a fun and profitable day for everyone.

Sincerely,

Contracts Committee